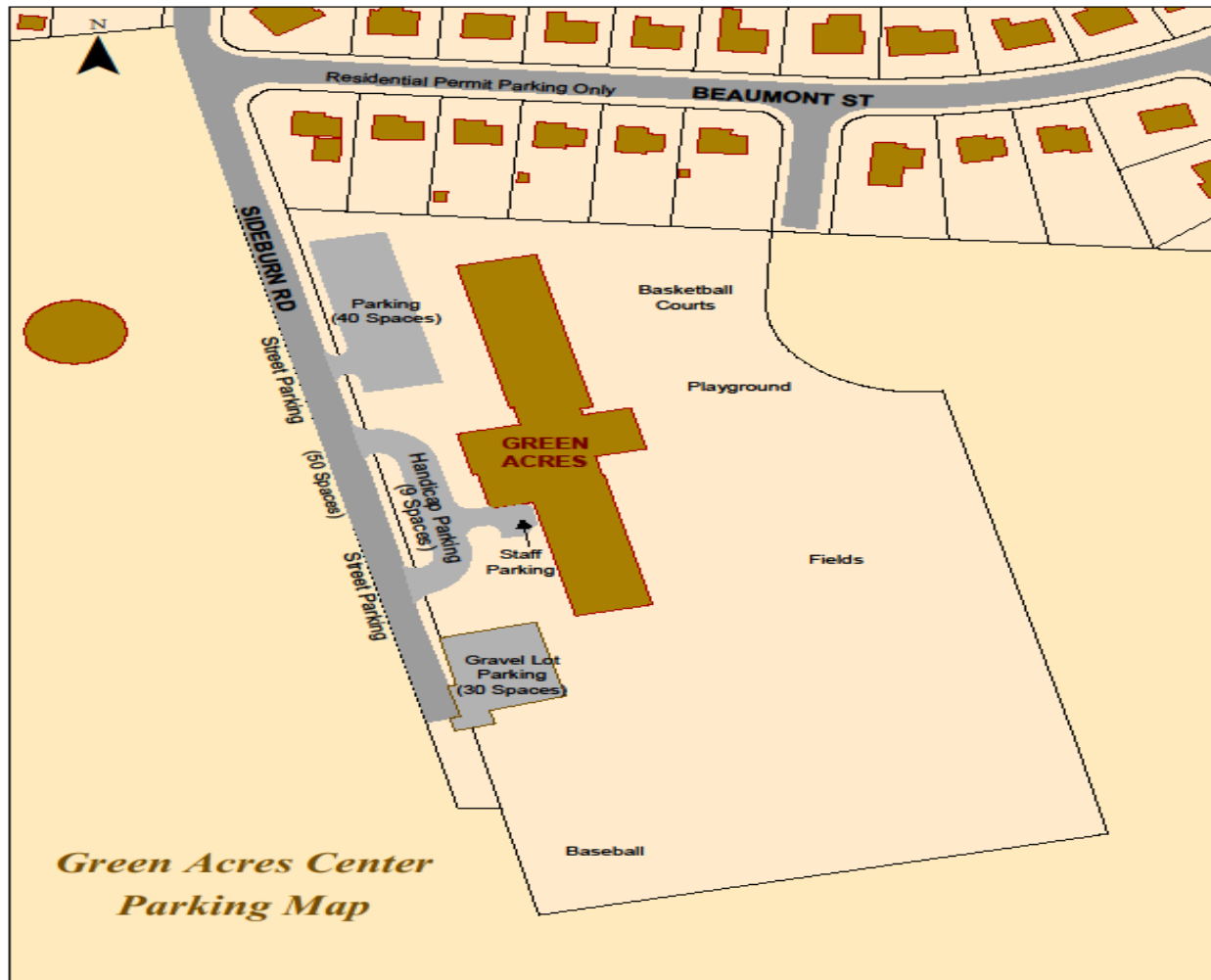


## PRICING AND POLICY INFORMATION FOR:



4401 Sideburn Road, Fairfax, VA, 22030

<https://www.fairfaxva.gov/government/parks-recreation/reservations/rental-venues/green-acres>



For a list of nearby restaurants and eateries, please visit <http://www.visitfairfax.com/category/restaurants/>.

## Customer Rates

<u>Space</u>	<u>Monday-Friday</u>	<u>Saturday-Sunday</u>	<u>Holidays</u>	<u>Banquet Style Capacity (Wall to Wall W/Tables and Chairs)</u>	<u>Theater Style Capacity (Wall to Wall W/ Chairs Only)</u>
110	\$30/hr (1hr min)	\$45/hr (1hr min)	\$60/hr (1hr min)	50	60
111	\$30/hr (1hr min)	\$45/hr (1hr min)	\$60/hr (1hr min)	50	60
112	\$30/hr (1hr min)	\$45/hr (1hr min)	\$60/hr (1hr min)	50	60
113	\$30/hr (1hr min)	\$45/hr (1hr min)	\$60/hr (1hr min)	50	60
116	\$30/hr (1hr min)	\$45/hr (1hr min)	\$60/hr (1hr min)	50	60
117	\$30/hr (1hr min)	\$45/hr (1hr min)	\$60/hr (1hr min)	50	60
119	\$30/hr (1hr min)	\$45/hr (1hr min)	\$60/hr (1hr min)	50	60
Cafeteria	\$50/hr (1hr min)	\$75/hr (1 hr min)	\$100/hr (1hr min)	200	300
Gym	\$50/hr (1hr min)	\$75/hr (1 hr min)	\$100/hr (1hr min)	160	220

*\* The City will reserve the right to adjust pricing depending on promotional offerings on a seasonal basis.*

## Security Deposits

<u>Space</u>	<u>Monday-Sunday/Holidays</u>
All Spaces	\$50

## Hours and Discounts

### Rental Hours

All Rooms

### Mon-Sun/Holidays

7 a.m. – 12 a.m.

### Operating Hours

All Rooms

### Mon-Thu

8:30a.m.-9:00p.m.

### Fri

8:30a.m.-5p.m.

### Sat-Sun

9:00a.m.-2:00p.m.

### Gov Holidays

Closed

### Discounts

### **Approved Civic Associations, City Service Groups, City Boards and Commissions**

For approved City civic associations, service groups and boards and commissions, as referenced in the Cost Recovery Report of 2011, the following usage is allowed: free uses (Monday-Friday) of classrooms only (not Gym or Cafeteria). There is no security deposit for these groups. All A la Carte items are charged at the customer rate.

# Green Acres Reservation Agreement

Applicant's Name:		E-mail:	
Address (Street, City, State, Zip):			
Telephone #:		(H)	(W) (C)
In addition to the applicant, name(s) of person(s) who will be authorized to make changes or additions to the contract: (1) (2) (3)			
Additional contact information (must be someone other than applicant):			
Activity:		Date of use:	
Rooms Requested (Circle those that apply):		110 111 112 113 116 117 119 GYM CAFETERIA	
Hours of Use:		From: am/pm To: am/pm	
<i>*Customers must include any time they may need to setup or cleanup in their reservation hours. Renters and their guests/vendors will not be granted access to rented areas until the start time on the contract. Vendors could include caterers, event planners, photographers, etc.</i>			
Maximum # of people that will be in attendance at any one time (please see policies and conditions):			
Will food be served?			
Yes / No			
Caterer's Name: (Will need 2 weeks prior to event)		Caterer's Telephone #: (Will need 2 weeks prior to event)	
What special equipment will your caterer bring?			
The applicant will use the premises exclusively for the use stipulated above, and will assume complete responsibility for all activities connected to the use of the center. The applicant will comply fully with all federal, state, and local laws and regulations governing the premises and conduct of the lessee and its guests.			
<b>COURT ENFORCEMENT</b>			
The applicant will save the City of Fairfax, the lessor and the City of Fairfax's lessor's officers, employees, and agents completely harmless on any and all claims whatsoever arising out of the use of Green Acres including any liability of death, personal injury, or property damage, whether injured by the lessor, lessee (or member if lessee is an organization or group), or by any and all third parties.			
<b>PAYMENT AND RESERVATION</b>			
This agreement, accompanied by fee, must be signed by the applicant and approved by the City of Fairfax before the reservation can be confirmed. Full payment is due 60 days prior to the rental date. At this time, the credit card used to pay for the security deposit will be automatically charged unless instructed otherwise by renters. I have read this agreement and agree to abide by the terms.			
SIGNATURE:		DATE:	
Make checks payable to "City of Fairfax." Or if paying by credit card, complete the following:			
Credit Card #:		Expiration Date: Security Code:	
Name of Card Holder (Please Print):		Signature of Card Holder:	
Address of Card Holder:		E-mail of Card Holder:	
Phone Number of Card Holder:			

# A La Carte Menu

Please check all that apply and mark the amount that is needed.

✓	<b><u>Complimentary Equipment</u></b>	<b><u>#Available</u></b>	<b><u>Cost</u></b>
	Blue Fabric Chairs	171	N/A
	Blue/Brown Pleather Chairs	46	N/A
	Black Folding Chairs	138	N/A
	6' Round Tables (Seats up to 12)	14	N/A
	4' Round Tables (Seats up to 6)	10	N/A
	6' x 2'6" Rectangular Tables (seats 3 one each side, 1 on each end)	52	N/A
	3' Square Card Tables (seats up to 4)	17	N/A
✓	<b><u>A La Carte Equipment</u></b>	<b><u>#Available</u></b>	<b><u>Cost</u></b>
	Section of Stage (6' x 8')	3	\$40 each
	Coffee Urns	2	\$25 each
	Portable Projector	1	\$175
	Portable Projection Screen	1	\$50
	Portable Projector and Projection Screen	1	\$200
	90" Round Tablecloth (Patterned Gold)	Plenty	\$12 each
	90" Round Tablecloth (White)	Plenty	\$12 each
	120" Round Tablecloth (Ivory) (Floor Length)	Plenty	\$16 each
	60" x 104" Rectangular Tablecloth (Patterned Gold)	Plenty	\$12 each
	60" x 104" Rectangular Tablecloth (White)	Plenty	\$12 each
	90" x 132" Rectangular Tablecloth (Ivory) (Floor Length)	Plenty	\$16 each
	<b><u>Waiver</u></b>	<b><u>Initials</u></b>	
	I do not wish to use any of these items/services		

# Policies, Procedures, and Restrictions

**Please initial each policy indicating that you have read it and agree to the terms.**

	<b>Alcohol:</b> Alcohol may NOT be served at this facility.
	<b>Appointments:</b> If you wish to view this facility for a potential rental please call or e-mail: Operations Manager, Brianne Baglini- 703-385-1703, <a href="mailto:Brianne.baglini@fairfaxva.gov">Brianne.baglini@fairfaxva.gov</a> Or Facilities Coordinator, Kaveh Tajalli- 703-293-7119, <a href="mailto:Kaveh.tajalli@fairfaxva.gov">Kaveh.tajalli@fairfaxva.gov</a>
	<b>Arrival at the Hall:</b> Facility management must be informed of the arrival time of the first guest/vendor. Your contracted time is the time you will be allowed access to the space(s) you have rented. Caterers and others must be instructed not to arrive before the contracted rental time. Deliveries of rental equipment, cakes, flowers, etc., must be made during the rental period. Allow enough time for vendors to set up and clean up when establishing rental time.
	<b>Cancellations:</b> 1) If request for cancellation is sent in writing (e-mail is acceptable) 60+ days prior to the reservation date, customer will receive a full refund minus a \$50 processing fee. 2) Full payment is due 60 days prior to the reservation date. If the request for cancellation is sent in writing (e-mail is acceptable) between 31 and 59 days prior to the reservation date, customer will be refunded the security deposit only. Or, the customer may choose to switch their date with no penalty. 3) Full payment is due 60 days prior to the reservation date. If the request for cancellation is sent in writing (e-mail is acceptable) 30 days or less prior to the reservation date, customer will be refunded the security deposit only. Or, the customer may choose to switch their date for a processing fee of an additional 10% of all rental charges (calculated from the bottom line, not including the security deposit).
	<b>Damages:</b> User is responsible for all damages to the property and equipment. Damages will be deducted from the security deposit. If costs for damages exceed the security deposit, the renter will be billed.
	<b>Decorations:</b> No decorations or other items may be tacked, nailed, or affixed in any way to the walls or any other surface of the building inside or out. No birdseed, rice, glitter, confetti, real flower petals, sparklers/fireworks, etc., may be used inside or outside of the building. No bubbles are allowed inside the building. Balloons may not be allowed to float to the ceiling. Failure to abide by these regulations will result in partial or full loss of security deposit.
	<b>Doors:</b> Doors leading to the outside may NOT be propped open.
	<b>Equipment:</b> Round table measurements are listed by diameter. Availability of equipment is also dependent on other programs that may be taking place at the same time as your event. Equipment is reserved on a first-come, first-served basis. The City of Fairfax's equipment must remain inside. Any tables, chairs, etc. needed for outside must be rented through an independent vendor.
	<b>Failure to Comply:</b> Failure to comply with these policies and conditions will result in immediate termination of the event, with forfeiture of fee and security deposit.
	<b>Fire Code:</b> Failure to comply with the fire code capacity for each space will result in immediate termination of the event and forfeiture of fee and security deposit.
	<b>Holidays:</b> The venues in the City of Fairfax are not available for reservations on Christmas, Thanksgiving, and Independence Day. The holiday rate will be charged on New Year's Eve, New Year's Day, Memorial Day, and Labor Day.
	<b>Inclement Weather/Conditions:</b> The City of Fairfax will do everything within its power, within reason, to accommodate events throughout inclement weather and unforeseeable situations. Certain instances may arise in which it is unsafe for City staff to travel to the venue in question to open for the rental. In these instances, renters will be afforded the opportunity to reschedule their event (subject to availability) or cancel with no penalties rendered.
	<b>Liability/Injuries:</b> User is responsible for all injuries to guests. The City reserves the right to require the User to furnish a "Certificate of Insurance for Public Liability Insurance" in the limit of \$500,000. The user will save harmless the City of Fairfax, the lesser and the City's and lesser's officers, employees, and agents on any and all claims whatsoever arising out of the use of Green Acres, including any liability for death, personal injury or property damage, where incurred by the lesser, lessee (or member if lessee is an organization or group) or any and all third parties. <a href="http://www.ebi-ins.com/tulip">www.ebi-ins.com/tulip</a>
	<b>Modification:</b> City reserves the right to modify procedures, restrictions, and related guidelines as circumstances dictate.
	<b>Moonbounces:</b> Moonbounces are permitted to be set up in the Gym or Cafeteria ONLY. Moonbounces are NOT permitted outside. The City of Fairfax must be listed as additional insured on the company's policy.
	<b>Open Flames:</b> Any flames rising higher than their container are not permitted. Sparklers and other types of fireworks are not permitted.
	<b>Personnel:</b> The City will provide staff to monitor the City's building during rentals.

	<b>Repeat Renter Discounts:</b> After 3 rentals of the Gym, Cafeteria, or a classroom at either Green Acres or the Sherwood Center Monday-Sunday, every additional rental of the Gym, Cafeteria, or a classroom at either Green Acres or the Sherwood Center Monday-Sunday after that within the calendar year receives a 20% discount from the bottom line (does not include security deposit). Discounts are offered in sequential order (i.e. if customer rents August 4 <sup>th</sup> , August 11 <sup>th</sup> , August 18 <sup>th</sup> , and August 25 <sup>th</sup> , discount would apply to August 25 <sup>th</sup> only).
	<b>Reservations:</b> Applications for reservations will be accepted on a first-come, first-served basis. The City reserves the right to cancel reservations if agreement circumstances change or for a reasonable cause. All fees are due 60 days prior to the scheduled rental. Applicant must be at least 21 years of age and accepts responsibility for supervision throughout the period covered by the agreement. Rentals are taken up to 2 years in advance. Name(s) of person(s) who will be on the scene and in charge during the rental must be identified to the Facility Management individual present. Only those parties specified by applicant, in addition to the applicant, will be permitted to make additions or changes to the signed agreement.
	<b>Security Deposit:</b> Security Deposit is due at the time of reservation and will be reimbursed upon satisfactory completion of the agreement. Charges for damages, lack of required cleaning, or violation of the agreement, will be deducted from the deposit. Users exceeding their reserved time will be charged the applicable hourly rate. Any charges in excess of the deposit will be billed to the applicant. The security deposit is refunded to the individual/organization that made payment. If the deposit has been paid for by a check, the check reimbursement will take 4-6 weeks and will be sent to the payer's address on the check. Credit cards used to pay for the security deposit will be automatically charged for full payment 60 days prior to the event unless the customer specifies that they wish to pay by a different form.
	<b>Setup &amp; Clean-up:</b> Renter is responsible for their own setup and this must be completed during the contracted hours. All trash and decorations must be cleaned up and placed in designated trash receptacles. The City will provide trash receptacles and bags. All guests must vacate by the end of the reserved hours.
	<b>Shared Space:</b> Areas such as the hallways, bathrooms, and parking lots are considered to be shared space among all rentals. Eating is not permitted in shared spaces. Hallways must be kept clear of people and obstructions. Children under 16 must be accompanied by an adult in any shared spaces.
	<b>Smoking:</b> Smoking is not permitted inside or outside the building.
	<b>Violation of Law:</b> Violation of any laws prevailing in the City of Fairfax by any person while in attendance will be sufficient grounds for termination of the event, with forfeiture of fee and security deposit.

Signature\_\_\_\_\_

How did you find out about us?

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